



*Application for Minor Plat Approval*

1. Name of subdivision and phase number if any: \_\_\_\_\_
2. Name and address of owner(s)/developer(s): \_\_\_\_\_  
\_\_\_\_\_
3. Owner(s)/developer(s) telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. Name and address of surveyor/engineer: \_\_\_\_\_  
\_\_\_\_\_
5. Surveyor/engineer's telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
6. Name and address of person to whom comments should be sent: \_\_\_\_\_  
\_\_\_\_\_
7. Telephone number of person to whom comments should be sent: \_\_\_\_\_  
Fax: \_\_\_\_\_
8. Number of lots: \_\_\_\_\_
9. Parcel Identification Number: \_\_\_\_\_

**REQUIRED ATTACHMENTS/SUBMITTALS**

**NOTE: Final Plats CANNOT be processed until all required public improvements have been completed or financially guaranteed to the satisfaction of the Public Works Director.**

1. Five (5) **FOLDED** black/blueline copies are required at the time of submission. Additional copies for the Planning and Zoning Commission will be required after all staff comments have been addressed.
2. Fee: Please refer to fee schedule to determine applicable fees. All fees are nonrefundable and help to cover administrative and notification costs.
3. Two (2) mylars should be submitted **after** approval of the plat has been granted by all departments.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

**Staff Use Only:**

Fee: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_